



**Policy: 4200**  
**Procedure: 4200.10**  
**Chapter: Mental Health Services**  
**Rule: Urinalysis for the RSAT Program**

**Effective:** 12/19/08  
**Replaces: N/A**  
**Dated: N/A**

### **Purpose:**

Controlled substance urinalysis testing is a requirement for the Residential Substance Abuse Treatment (RSAT) grant housing unit, a federal grant program which is operated out of the Arizona Department of Juvenile Corrections (ADJC) RSAT Program. Juveniles in this program shall be tested up to three times in secure care and are expected to be tested approximately monthly upon release to a community program.

### **Rules:**

1. The **COLLECTOR (TASC, CONTRACT PROVIDER, OR ADJC EMPLOYEE)** shall verify the donor's (juvenile providing the urine) identification and name with the donor and an ADJC RSAT Unit employee. The **COLLECTOR** shall ensure the ADJC consent form for the urinalysis collection is completed by all parties.
2. The **DONOR** shall complete and sign the chain of custody and two copies of Form 4200.10A Consent Form of Urinalysis for Residential Substance Abuse Treatment (RSAT) Juveniles for the urinalysis collection. The **RSAT UNIT EMPLOYEE** shall sign as a witness. The **COLLECTOR** shall send one of the consent forms to the Clinical Services Administrator.
3. The collection process shall be as follows:
  - a. The **COLLECTOR** shall have the donor select a urine specimen kit.
  - b. The **DONOR** shall follow the urine collection procedures as described on the kit;
  - c. **HOUSING UNIT EMPLOYEES** shall assist the collector to supervise a controlled area (a common bathroom with the specific housing unit which is secure from other juveniles at the time of collection) where the donor shall void into the specimen collection cup;
  - d. The **HOUSING UNIT EMPLOYEE** shall be present outside the room to provide the secure setting;
  - e. The **MALE DONOR** shall void into the specimen bottle, collect himself, tighten the lid, and relinquish the specimen bottle;
  - f. The **FEMALE DONOR** shall void into the collection cup, put her own sample from the collection cup into a specimen bottle, and tighten the lid;
  - g. The **COLLECTOR** shall:
    - i. Ensure that a minimum of 30 milliliters (ml) is collected in the primary bottle;
    - ii. If a split sample is required, ensure that 15 ml is in the secondary bottle;
    - iii. Confirm that the cap is securely tightened;
    - iv. Have the donor verify that his/her name is correct on the bottle label;
    - v. Have the donor initial the security seal;
    - vi. Date the seal;
    - vii. Have the donor apply the seal over the cap of the urine specimen bottle; and
    - viii. Complete the chain of custody form provided by the contract laboratory.
  - h. The **COLLECTOR** shall wrap absorbent material around the bottle;
  - i. The **DONOR** shall place the sealed urine specimen in the tamper proof side of the transport bag.
    - i. If the collector chooses to place the container into the tamper proof transport bag and seal it, the **DONOR** shall always observe these actions.
  - j. The **DONOR** shall initial and date the sealed bag;
  - k. The **COLLECTOR** shall place and seal/lock the laboratory copies and consent form in the rear pouch of the transport bag;

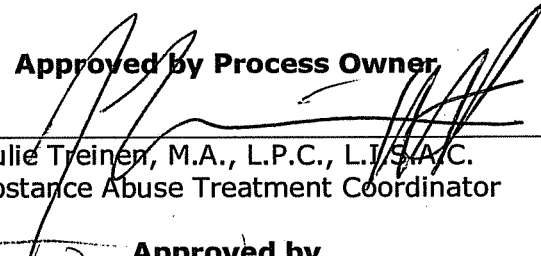
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- I. The **COLLECTOR** shall:
  - i. Place the specimen bag into a shipping box;
  - ii. If more than one box is used, tape boxes together or put in large box and send as one shipment.
- m. The **COLLECTOR** shall notify the courier that the samples are ready for pick up.
4. The **CONTRACT PROVIDER (TESTER)** shall certify receipt, the condition of the package, and that the chain of custody procedures were maintained.
5. The **CONTRACT PROVIDER** shall perform all required tests to screen and confirm results at the same location.
6. The **CONTRACT PROVIDER** shall notify the Substance Abuse Treatment Coordinator and RSAT Youth Program Supervisor of the results within 24 hours. The **CONTRACT PROVIDER** shall send copies of the consent forms and written confirmation of the results to the Clinical Services Administrator while maintaining confidentiality at all times.
7. The **CONTRACT PROVIDER** shall store all original specimens for 72 hours and all positives for two years.

**Signature Date**

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**Approved by Process Owner**

  
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Julie Treinen, M.A., L.P.C., L.I/S.A.C.  
Substance Abuse Treatment Coordinator

**Effective Date**

12/19/08  
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**Approved by**

  
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Michael D. Branham, Director